User Guide

Windows Live Messenger for BlackBerry Smartphones
BlackBerry smartphone with a trackwheel

Contents

Basics

About Windows Live Messenger for BlackBerry devices

You can use Windows Live™ Messenger for BlackBerry® devices to chat with other Windows Live Messenger users from your BlackBerry device. To use Windows Live Messenger for BlackBerry devices, you must have a Windows Live ID. For more information about Windows Live Messenger, visit get.live.com/messenger/overview.

You can send and receive email messages and use other applications on your device while the Windows Live™ Messenger for BlackBerry devices application is running. When you receive a new instant message, an indicator appears in the device status section of the screen.

Sign in to Windows Live Messenger for BlackBerry devices

1. On the Home screen or in the application list, click **Windows Live Messenger for BlackBerry devices**.
2. Type your Windows Live™ ID and password.
3. Set the **Domain** field for the user name that you typed.
4. Click **Sign in**.

To sign out, on the Contact list screen, click the trackwheel. Click **Sign out**.

Change your display name

1. On the Contact list screen, click the trackwheel.
2. Click **My Display Name**.
3. Type a name.
4. Click **OK**.

Delete Windows Live Messenger for BlackBerry devices

1. In the device options, click **Advanced Options**.
2. Click **Applications**.
3. Highlight the Windows Live™ Messenger for BlackBerry® devices application.
4. Click the trackwheel.
5. Click **Delete**.

Contacts

About contacts

The contact list displays your list of individual contacts, or Windows Live™ Messenger users. Windows Live™ Messenger for BlackBerry® devices uses your existing Windows Live Messenger contact list.

Add a contact

1. On the Contact list screen, click the trackwheel.
2. Click **Add a Contact**.
3. In the email address field, perform one of the following actions:
   - Type an email address.
   - Type part of the name for contact in the main contact list on your BlackBerry® device. Click a contact name.
4. Click **OK**.
5. To associate the contact with a contact in the main contact list on your BlackBerry device, perform one of the following actions:
   - If the contact is in your main contact list, click **Select Contact**. Highlight an email address. Click the trackwheel.
   - If the contact is not in your main contact list, click **New Contact**. Type the contact information. Click the trackwheel. Click **Save**.

View a contact's information

1. In the contact list, highlight a contact.
2. Click the trackwheel.
3. Click **Contact Info**.

Associate a contact with contact in the main contact list on your BlackBerry device

You can associate a contact with a contact in your main contact list who has an email address, phone number, or both. You can then call or send an email message to the contact quickly during a conversation.

1. In the contact list, highlight a contact.
2. Click the trackwheel.
3. Click **Link to BlackBerry Contact**.
4. Perform one of the following actions:
   - If the contact is in your main contact list, click **Select Contact**. Highlight an email address. Click the trackwheel.
   - If the contact is not in your main contact list, click **New Contact**. Type the contact information. Click the trackwheel. Click **Save**.

Delete a contact

1. On the contact list screen, highlight a contact.

2.   Click the trackwheel.
3.   Click **Delete Contact**.

Block a contact

If you block a contact, you appear as offline in that contact's contact list.
1.   On the contact list screen, highlight a contact.
2.   Click the trackwheel.
3.   Click **Block Contact**.

To unblock a contact, highlight a contact. Click the trackwheel. Click **Unblock**.

View blocked contacts

1.   On the contact list screen, click the trackwheel.
2.   Click **Options**.
3.   Change the **Show Blocked Contacts** field to **Yes**.
4.   Click the trackwheel.
5.   Click **Save**.

Organize offline contacts

1.   On the contact list screen, click the trackwheel.
2.   Click **Options**.
3.   Perform one of the following actions:
     •   To group offline contacts, change the **Show Offline Contacts** field to **Group**.
     •   To hide offline contacts, change the **Show Offline Contacts** field to **No**.
     •   To view offline contacts, change the **Show Offline Contacts** field to **Yes**.
4.   Click the trackwheel.
5.   Click **Save**.

A contact no longer appears in my contact list

Try performing the following actions:
•   If you have set your client to hide offline contacts, organize offline contacts so that you can view offline contacts.
•   If you have collapsed the group that the contact is in, expand the group. On the Contact list screen, highlight the group. Click the trackwheel.

Conversations

Send a message

1. In the Contact list, highlight a contact.
2. Click the trackwheel.
3. Type a message.
4. Press the **Enter** key.

Open a conversation

Conversations appear in the Conversations group and in the main message list on your BlackBerry® device.
1. On the Contact list screen, in the Conversations group, highlight a contact.
2. Click the trackwheel.
3. Click **Open Conversation**.

Add an emoticon

1. When you are composing a message, press the **Symbol** key two to three times.
2. Click an emoticon.

Prevent conversations from appearing in the main message list

1. On the contact list screen, click the trackwheel.
2. Click **Options**.
3. Change the **Show Conversations in Message List** field to **No**.
4. Click the trackwheel.
5. Click **Save**.

Switch conversations

1. During a conversation, click the trackwheel.
2. Click **Switch Conversation**.
3. Click a contact.

Call or send an email message to a contact quickly during a conversation

To perform this task, the contact must be associated with a contact in the main contact list on your BlackBerry® device.

During a conversation, perform any of the following actions:
- Click the trackwheel. Click **Call <Contact Name>**.
- Click the trackwheel. Click **Email <Contact Name>**.

Send a conversation as an email message

1. During a conversation, click the trackwheel.
2. Click **Email Conversation**.

Copy a conversation

1. During a conversation, click the trackwheel.
2. Click **Copy Conversation**.

Clear a conversation

1. During a conversation, click the trackwheel.
2. Click **Clear Conversation**.

End a conversation

1. During a conversation, click the trackwheel.
2. Click **End Conversation**.

Start a conference

1. During a conversation, click the trackwheel.
2. Click **Invite**.
3. In the drop-down list, click a contact.
4. Click **OK**.

View a list of conference participants

1. During a conference, click the trackwheel.
2. Click **View Participants**.

Stop grouping messages in conversations

In a conversation, by default, consecutive messages that you send or receive are grouped together.
1. On the Contact list screen, click the trackwheel.
2. Click **Options**.
3. In the **Group Messages in Conversation** drop-down list, click **No**.
4. Click the trackwheel.
5. Click **Save**.

I am not receiving notification for incoming messages

Try performing any of the following actions:
- In the profile list, click the active notification profile. Change the notification option for the Windows Live™ Messenger New Message item to **Tone**, **Vibrate**, or **Vibrate+Tone**.
- In the profile list, for the active notification profile, verify that the **Volume** fields for the Windows Live Messenger item are not set to **Mute**.

Text sometimes changes after I type it

If AutoText recognizes specific text, it is designed to replace the text that you type with the AutoText entry automatically.
1. To view or change AutoText entries, during a conversation, click the trackwheel.
2. Click **Edit AutoText**.

For more information about AutoText, click **Help** on your BlackBerry® device.

Conversation history

View the conversation history for a contact

To perform this task, on the Options screen, the Save Message History field must be set to save conversations on your BlackBerry® device or on a media card.

1. On the Contact list screen, highlight a contact.
2. Click the trackwheel.
3. Click **View History**.
4. Click a conversation history.

Delete a conversation history

1. On the Contact list screen, highlight a contact.
2. Click the trackwheel.
3. Click **View History**.
4. Click the trackwheel.
5. Perform one of the following actions:
   - To delete the conversation history for an individual contact, click **Delete Contact's History**.
   - To delete the conversation history for all contacts, click **Delete Complete History**.

Availability

About the availability status

Your availability status is made up of a status message and an availability indicator. You can create a custom availability status by typing your own status message and choosing an availability indicator. By default, the availability indicator appears as available.

Change your availability status

1. At the top of the Contact list screen, click your user name.
2. Click an availability status.

Note: If you change your availability status to offline, your contacts cannot send you messages.

Create a custom availability status

1. At the top of the Contact list screen, click your user name.
2. Click **Custom status**.
3. Type a status message.
4. Perform any of the following actions:
    - To change the availability indicator that appears beside your status message, in the **Show As** drop-down list, click an availability option.
    - To add the custom availability status to the status list, select the **Add to status list** check box.
5. Click **OK**.

Delete custom availability statuses

1. At the top of the Contact list screen, click your user name.
2. Click **Clear all custom statuses**.

Receive notification when a contact becomes available

1. On the contact list screen, highlight an offline contact.
2. Click the trackwheel.
3. Click **Alert Me**.
4. Click **OK**.

To stop receiving notifications, highlight a contact. Click the trackwheel. Click **Clear Alert**.

About notification profiles

In the profile list, you can set notification options such as vibrate or tone for Windows Live™ Messenger for BlackBerry® devices messages. The Windows Live Messenger Alert notification profile specifies how you are notified when a contact becomes available. The Windows Live Messenger New Message notification profile specifies how you are notified of incoming Windows Live Messenger messages.

Change a notification profile

1. In the profile list, click **Advanced**.
2. Click a notification profile.
3. Click **Edit**.
4. Change the notification profile.
5. Click the trackwheel.
6. Click **Save**.

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